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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

31 August 1955

Distribution

Deputy Director (Support)
Assistant Deputy Director (Support)
General Counsel
Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant
Chief, Project Administrative Planning Staff
Assistant for Administration, DD/I

25X1

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25X1 1. Inasmuch as Mr. Lloyd was detained in a meeting with the Acting DCI, [] introduced [] of the Management Staff, 25X1 who outlined the general nature of the Reports Management Program which the Deputy Director (Support) desires to put into effect. The initial step will be a survey of reporting requirements, and material will be provided to the individual office heads within approximately a week, to enable them to start on this program. The target date for completing the surveys within the various offices has been established as 7 November.

25X1 2. [] furnished some general information derived from surveys by the Hoover Commission and others, and indicated that within the Agency benefits are already accruing on a large scale from our general Records Management Program. For example, the Records Center has already resulted in considerable savings in costs of file cabinets and file folders. As an additional step in Records Management, Reports Management should also provide substantial benefits to the DD/S area and the Agency at large. The Comptroller has already started such a program, the Office of Personnel and the Deputy Director (Intelligence) are planning to go ahead, and the Deputy Director (Plans) has expressed interest. The program can be made most effective by all elements of the Agency participating at the same time. It was emphasized that each office would have the responsibility for carrying on its own program and that only guidance and general direction would be provided through the Management Staff.

3. At the conclusion of [] presentation, Colonel Edwards expressed his concern that Regulations and the method of producing them should be shortened. The Agency must be careful not to become "over regulated." 25X1

25X1 4. [] suggested that a fruitful area for scrutiny might be the whole subject of reports which are required to be cabled from the field. If it were possible to handle many of these by dispatches, it would result in considerable saving in his office.

25X1 5. [] emphasized the need for a facility for continually reviewing new reporting requirements so that new reports could not be established indiscriminately.

6. Mr. Lloyd discussed the shortage of office space, and indicated that at least in the immediate future there is no new space in prospect, so that the offices will have to make do with their present allotment. He indicated that when space became available, certain priority projects such

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25X1 as bringing Management Staff and Regulations Control Staff back from [] would be undertaken prior to apportioning the space to provide additional facilities for offices presently "on campus."

7. Mr. Lloyd indicated that there would be a briefing on Thursday afternoon, 8 September, approximately at 2:00 p.m., concerning the new NSA building. Those members from the DI/S area on the Building Steering Committee who can be accommodated at this briefing will be advised as to the time and transportation facilities at a later date.

8. Mr. Lloyd discussed several questions which had been raised concerning the recent personnel ceiling adjustment. He commented specifically on military requirements, the question of separation of employees, and the problem of slotting the people for whom firm BOD dates have already been established.

25X1 9. [] expressed the view, concurring with Mr. Baird, that there would and should be less lateral entry into Agency service at the higher grades; we ought to be building from below to support the requirements of the higher positions, and the JOT Program was an effective method of accomplishing this.

10. There was additional discussion between several of the officers present as to the degree of attrition which could be assumed in various situations for the purposes of anticipating requirements and bringing new employees on board. There was also discussion as to the possibility of temporarily exceeding ceiling limitations imposed.

11. The Legislative Counsel reported that the legislative program for next year is being drawn up for review by the Bureau of the Budget and that certain logistics authorities, career council legislation, and some other minor items were being submitted. Office heads should forward to the Legislative Counsel for consideration any other items which they feel should be requested during the next term of Congress.

12. Mr. Saunders pointed out that during FY 1956 the Agency, as a whole, is not only going to be tight on personnel but will also be tight on funds. It has been his experience that at the end of each fiscal year there are many obligations which are never liquidated. He suggested that each office head have his budget officer review unliquidated items from time to time to make certain that the figures on the records are firm. In this way "additional funds" may become available to the offices.

13. Inquiry was made as to whether a decision had been reached on the site for the Agency's new building, and Mr. Lloyd indicated that the location had not been determined.

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